



UNIVERSITÀ DEGLI STUDI DI MILANO



# ERMES KICK-OFF MEETING MARCH 12-13, 2014 IREA-CNR, MILANO, ITALY

## AGENDA

Version: 3.0

Date: 29/01/2014

## OBJECTIVE

The EU FP7-SPACE ERMES project will start on 1 March 2014 and finish on 29 February 2017. The ERMES Kick-Off (KO) Meeting is scheduled in two days. First day objective is to provide a complete overview of the project activities to the users and advisory board members. Second day is dedicated to the discussion and implementation of the first year activities. Expected meeting output is a common understanding of partner competences and responsibilities for the project implementation and the achievement of the scheduled activities. Attention will be dedicated to the consortium communication mechanism, time line of activities and deliverables. KO will guest the first ERMES User Session with the aim to reinforce relations with the end users and to start the activities of requirement elicitation.

## LOCATION

Area Ricerca CNR Milano 1

[Via Bassini 15](#)

20133, Milano Italy

## AGENDA

### FIRST DAY

#### MORNING

**9.00-9.30** REGISTRATION AND WELCOME SESSION

**9.30-10.45** INTRODUCTION SESSION

**Break**

**11.15-13.30** PROJECT PRESENTATION SESSION

**Lunch**

#### AFTERNOON

**14.30-16.00** USER SESSION

**Break**

**16.30-17.15** ROUND TABLE SESSION

#### SOCIAL EVENT

### SECOND DAY

#### MORNING

**9.00-9.30** PROJECT RECAP

**9.30-11.00** PROJECT KICK-OFF: DETAILED WORK PLAN-YEAR 1 SESSION-Part A

**Break**

**11.20-13.00** PROJECT KICK-OFF: DETAILED WORK PLAN-YEAR 1 SESSION- Part B

**Lunch**

#### AFTERNOON

**14.00-14.45** TECHNICAL AND ADMINISTRATIVE SESSION:

**Break**

**15.00-15.30** CONCLUSIVE SESSION:

**15.30-16.30** MANAGEMENT BOARD SESSION

#### END OF ERMES KO MEETING

## FIRST DAY: GENERAL INTRODUCTION AND USER SESSION

### PARTICIPANTS:

Project Coordinator (PC); Project Partners (PP); Project Users (PU); Advisory Board members (AB)

### MORNING 09.00-13.30 (3 H)

#### REGISTRATION AND WELCOME SESSION

9.00-9.30

#### INTRODUCTION SESSION

9.30-10.45

##### Project coordinator welcome

- |  |  |
|--|--|
| - IREA welcome                             | Riccardo Lanari/Pietro Alessandro Brivio |
| - Meeting Agenda and practical information | Mirco Boschetti                          |
| - Project framework and objective*         | Mirco Boschetti                          |

##### Advisory Board presentation

- |   |                          |
|---|--------------------------|
| - MARS activities (TBC)*  | Bettina Baruth – JRC     |
| - ImagineS project: contribution to Copernicus Core Services (TBC)* | Roselyne Lacaze - HYGEOS |
| - International activities for Rice monitoring (TBC)*-              | Andy Nelson – IRRI       |

### BREAK (30 min)

#### PROJECT AND CONSORTIUM PRESENTATION SESSION

11.15-13.30

WP description and partner presentation:

Coordinator and WP leader

Content: WP objective, tasks, deliverables, partners contribution and linkages to other WPs\*

- |         |  |         |
|---------|--|---------|
| - WP1-2 | Coordination Project structure and WPs | IREA    |
| - WP3   | User Requirements                      | DEMETER |
| - WP4   | Service Design                         | AUTH    |
| - WP5   | Geo-products                           | UVEG    |
| - WP6   | Crop modelling                         | UMIL    |
| - WP7   | Geoservices                            | UJI     |
| - WP8   | Validation                             | IREA    |
| - WP9   | Demonstration                          | IREA    |
| - WP10  | Market Analysis                        | SARMAP  |
| - WP11  | Dissemination and Promotion            | DEMETER |

\* 10-15 min presentation

### Buffet LUNCH (1 h)

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AFTERNOON 14:30 – 17:15 (~3H)

**USER SESSION**

14.30-16.00

Chairman: Dimitrios Katsantonis (DEMETER)

- User role and their importance: ERMES a user oriented project Mirco Boschetti
- User presentation and expectation (supported by local partner)
  - Italy (IT) : 1) DG Agricoltura Regione Lombardia (RL) . 2) ENTE RISI (ER)
  - Spain (ES): Regulatory Board of Denominación de Origen Arroz de Valencia (C.R.D.O.)
  - Greece (EL): 1) Cereal Institute of the Hellenic Agricultural Organisation (DEMETER); 2) Agricultural cooperative Chalasytra B Thessaloniki; 3) KANAKAS BROS Ltd
- Case study discussion and proposal
- Ethical Issue Documents (EID) presentation

**BREAK (30 min)**

**ROUND TABLE SESSION**

16.30-17.15

Chairman: Mirco Boschetti

Recommendation from Advisory Board\*\*

AB member

Recommendation from Users:

Dimitrios Katsantonis (DEMETER)

**1° day END**

**SOCIAL EVENT DINNER (TBC)**

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**ADVISORY BOARD MEETING (RESTRICTED)\*\***

Participant: Advisory Board members (AB)

To be held in the more convenient way for AB members

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## SECOND DAY: KICK OFF OF THE ACTIVITIES AND TECHNICAL/ADMINISTRATIVE ISSUE

### PARTICIPANTS:

Project Coordinator (PC); Project Partners (PP); Public Officer (PO)

### MORNING 9.00-13.00 (~ 4.00 H)

#### PROJECT RECAP

9.00-9.30

Project summary

Mirco Boschetti -IREA 20 m

- structure and WPs and partner role and competence
- plan of activities: first year recap

Copernicus satellite data situation and ESA DWH:

Virginia Puzzolo – REA 10 min

#### PROJECT KICK-OFF: DETAILED WORK PLAN-YEAR 1 SESSION

9.30-13.00

Description and discussion of first year project activities:

WP leaders (10-15 min) ALL (10 min)

- **User, data model requirement and service design** **9.30-10.10**
  - WP 3 (DEMETER) Discussion (ALL) 9.30-9.50
  - WP 4 (AUTH) Discussion (ALL) 9.50-10.10
- **Processing chain and system definition** **10.10-11.50**
  - WP5 (UVEG) Discussion (ALL) 10.10-10.40
  - WP6 (UMIL) Discussion (ALL) 10.40-11.00
- **Dissemination and exploitation activity** **11.50-12.20**
  - WP10 (SARMAP) Discussion (ALL) 11.50-12.00
  - WP11 (DEMETER) Discussion (ALL) 12.00-12.20
- **Discussion** **12.20-13.00**
  - PO recommendation Virginia Puzzolo – REA
  - Summary and conclusion Mirco Boschetti –IREA
  - Action lists recap Mirco Boschetti –IREA

#### BREAK (20 min)

#### Buffet LUNCH (1 h)

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AFTERNOON 14:00 - 15:30 (~1.30 H)

TECHNICAL AND ADMINISTRATIVE SESSION

14.00-14.45

- |   |                        |      |
|---|------------------------|------|
| - Guidance on the administrative and financial issues                           | Virginia Puzzolo - REA | 15 m |
| - Intranet and electronic repository illustration                               | IT staff- IREA         | 15 m |
| - Presentation and discussion of project documents (GAP; EIDs; Risk management) | TBD- IREA              | 15 m |

**BREAK (15 min)**

CONCLUSIVE SESSION

15.00-15.30

- |                                      |           |
|--------------------------------------|-----------|
| - Round table and conclusive remarks | TBD- IREA |
|--------------------------------------|-----------|

**End**

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15:30 - 16:30 (~1H)

MANAGEMENT BOARD MEETING (RESTRICTED)

15:30-16:30C

Participant Project Coordinator (PC); Partner representative (PR)

- 1) Installation of MB (one member per partner)
  - a. definition of role and participative method;
- 2) Document presentation and discussion\_
  - a. Project management plan (DOC),
  - b. quality assurance and risk management plan (DOC)
  - c. Presentation of first GAP draft (DOC)
  - d. approval of EIDs;
  - e. implementation steps for the first year of activities (DOC)
  - f. Quality Assurance (DOC)